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1 July 1971

MEMORANDUM FOR: Chairman, CIA Records Management Board

SUBJECT : Semi-Annual Report of Records Management Activities in the DDS Area

1. The intent of this report is to summarize significant Records Management Activity in the DDS offices for the period 1 January thru 30 June 1971.

2. The DDS offices have given a great deal of thought and action on how to reduce records volume. Besides the normal followup on prompting the offices to follow their Records Control Schedules to get rid of records, the Records Officers have been rewriting the Records Control Schedules for shorter retention periods. Each office is taking a hard serious look at what can be microfilmed.

3. MICROFORMS PROGRAM

a. A great deal has happened in the last six months in the DDS offices in the microfilm world. Forty (40) DDS persons have taken the Microfilm Information Systems Seminar by [REDACTED] in house, in addition to the one (1) taken externally plus ten who attended earlier, for a grand total of fifty-one (51) for the DDS area. Microfilm projects have been started in six DDS Offices, OC, OF, OL, OP, SSS, and OTR. Technical tests have been made on fifteen file groups. There are seven file groups ready to be tested. Two of the projects have completed the filming.

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b. Listed below is the status of the microfilm projects:

OC -- (1) Signed Transfer/Destruction Reports of Accountable Cryptographic Material on Form 111 -- 50% complete.

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(2) Overseas [REDACTED] Correspondence Files -- have not run test, but material will film satisfactorily.

OF -- (1) Individual Earning Records -- not tested.  
(2) Original Payroll Voucher (Machine listing) -- Tested.  
(3) Counter checks -- not tested.  
(4) Subsidiary For General Ledger Accounting -- not tested.  
(5) Obligation Status Reports (Machine listings) -- tested.  
(6) Original Posting Vouchers -- tested.  
(7) Station and Project Accounting Files -- pilot run.  
Have run 95 reels of microfilm for 47 cu. ft. records.

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- (8) Listings of counter checks -- not tested.
- (9) Field Duty Status Reports -- not tested.
- (10) Time and Attendance Reports -- not tested.

- OL -- (1) Inactive Subject Files -- tested.
- (2) Delegation of Authority -- tested.
- (3) Index to Correspondence and Dispatches -- tested.
- (4) Cable Logs -- tested.
- (5) Cables -- tested.
- (6) Dispatches -- tested.

OP -- Credit Union Ledger Cards -- tested.  
Credit Union is in process of collating  
approximately 40,000 ledger cards into one file.

SSS -- Inactive Regulations Files -- completed filming  
and verification.

- OTR -- (1) CTP Personnel Files -- completed filming and  
verification for this year.
- (2) Internal course Rosters -- 26 reels have been  
filmed.

c. Eleven microfilm readers, fourteen Reader/Printers, and six Rotary Cameras have been purchased for the DDS offices. Most of this viewing and printing equipment is for the COM applications. The Records Officers are taking advantage, where possible, to use the same equipment, if feasible, so that we will not have to buy equipment. For a field project 25 rebuilt readers were purchased at a very low price with a big savings.

#### 4. MAIL IMPROVEMENT PRESENTATION

Two offices in the DDS have put on the Mail Improvement Presentation for their employees. A total of 156 persons attended. The Office of Logistics had 91 and the Office of Finance had 67 persons in attendance.

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5. At the Annual Finance Career Service Conference held [REDACTED] on June 2-4, 1971, [REDACTED] gave a 15-minute talk on the current situation regarding records, quantities at the Records Center, purge efforts, efforts made to reduce retention, specific files the Office of Finance plans to microfilm in the immediate future, brief statistics on the effects and benefits of microfilming, a list of items which should never be put into the accounting files, and OF plans for material already at the Records Center. Many interested

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and complimentary comments were received by [REDACTED]; she accomplished her goal of increasing interest, and hence can expect more cooperation than ever before in solving the inherent problems.

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#### 6. EQUIPMENT

The Office of Personnel turned in three 4-drawer legal size safes and eight 5-drawer legal size cabinets.

7. Most of the DDS Records Management Offices and many other DDS microfilm-interested employees attended the National Microfilm Association Convention seminars and/or viewed the Exhibits held May 25-28 at the Sheraton Park Hotel.

8. Several DDS Records Management Officers attended the 14th Annual AREA Conference held in New York on June 28-30, 1971.

9. We are working on the File Retention Plan and "Office of Record" for the DDS Directorate. We have listed the Mission and Functions and those records that are considered permanent for each office. We will continue on this project.

10. Our goals for the future is a better Records Management Program. Our immediate plan is to reduce the volume of records through control of creation, rescheduling and follow up and COM or manual microfilming.



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DDS Senior Records Management Officer

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